**VOLUNTEER**

**AGREEMENT**

This agreement describes the arrangement between Thame Good Neighbour Scheme (TGNS) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Its intention is to assure you of both our appreciation of your services and our commitment to do the best we can to make your volunteering experience a productive and rewarding one.

**Thame Good Neighbour Scheme** will:

* Provide adequate information and training for you to be able to meet the responsibilities of the task(s) for which you are volunteering.
* Ensure satisfactory supervisory support for you and to provide you, as appropriate, with any feedback that we may receive on your performance.
* Respect your skills, dignity and individual needs and to take them into account in the support we give you.
* Be responsive to any comments you may make regarding ways in which we might mutually better accomplish our respective tasks.
* Reimburse you for out of pocket expenses where this has been previously agreed.
* Recognise any relevant skills or qualifications you may have but understand that you will only use them at your discretion.
* Possess the necessary insurance to ensure you are protected when carrying out any duties on behalf of TGNS.

**You, the Volunteer,** will:

* Perform your duties to the best of your ability.
* Adhere to any rules and procedures as set out in the Volunteer Handbook.
* Provide adequate notice if unable to fulfil your commitments so that alternative arrangements can be made.
* Undertake training as appropriate.
* Complete a Volunteer Application Form, which includes a confidentiality agreement and data protection statement, a volunteer agreement form and a Disclosure and Barring Service form if necessary.

Signed: ……………………………………..(Volunteer) Date:

Signed: ……………………………………..(TGNS) Date:

This is an honourable agreement, rather than a legal one, and may be cancelled at any time by either party. This agreement is not regarded by either party as an employment relationship.